

POSITION DESCRIPTION
EREA Flexible Schools Ltd
Senior Payroll Officer

POSITION DETAILS	
Position title:	Senior Payroll Officer
Reports to (position title):	Finance Manager, EREA Flexible Schools Ltd
Organisation:	EREA Flexible Schools Ltd
Type	Permanent ongoing
FTE:	Full Time
Expected level of contact with Children:	Casual Contact
Location:	Brisbane
Approved:	October 2023

1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia (EREA) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to *The Charter for Catholic Schools in the Edmund Rice Tradition*, EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

EREA is a system of Catholic schools in the Edmund Rice tradition, operating 31 mainstream schools, 22 Flexible Learning centres available for students who benefit from an alternative method of learning and 2 special schools. We educate over 40,000 students and employ over 4,500 people across our network. We have schools in every Australian state and territory.

EREA Flexible Schools Ltd committed to ensuring that every child, young person and enrolled adult is safe and to realising best of practice with regard to Safeguarding.

2.0 Context

EREA Flexible Schools Ltd is a company limited by guarantee established by the Member (EREA Ltd) to lead Flexible Schools and Special Schools in all states and territories except Victoria. EREA Flexible Schools Ltd is responsible for the strategic direction, financial management and legal obligations of each school. Strict line-of-sight governance arrangements must be in place.

EREA Flexible Schools Ltd is a new organisation, having formally come into effect on 1 January 2023. As such, 2023 is a time of transition and establishment, with a need for the development of new teams, structures, processes, and systems.

Edmund Rice Education Australia (EREA) Flexible Schools Ltd currently educates over 2,000 young people in 21 Flexible Learning Schools (12 based in Queensland and 9 other schools across Australia) and two Special Education Services Schools in Sydney. Flexi schools serve young people who experience complex educational, social, or psychological situations which demand unique responses. They enable young people to engage in education in a supported learning environment through a methodology based on trauma informed practice, to co-create a *Common Ground* using *Operation by Principles*, in which the principles of Honesty, Respect, Participation, Safe & Legal are embedded.

3.0 About the Role

This is a rare opportunity for an inspired Payroll Officer who thrives in a fast-paced, values-focused organisation with multiple competing priorities. Working in close collaboration with the EREA Central Payroll Office, HR, Finance Manager, Accountants, and broader finance team, you'll be responsible for the processing of Payroll and related activities for EREA Flexible School Ltd. This role requires a high degree of organisation, attention to detail and accuracy whilst successfully cultivating positive working relationships. The successful candidate will embrace the EREA Flexible School Ltd key principles of honesty, respect, participation, safe & legal. The successful candidate will operate with the passion of supporting the young people educated by EREA Flexible Schools Ltd at the heart of their work performed.

4.0 Key Responsibilities and Accountabilities

Responsibilities include but are not limited to payroll tasks as outlined below. Some general finance and administrative tasks will be required, time permitting, as well as payroll related project work. A detailed understanding of various National and State based industrial instruments, including Awards and EBA's, will be required. This is a varied role and will suit an individual who ideally has experience within a school-based finance team performing the payroll functions with a high degree of accuracy and excellent time management.

The successful candidate will be expected to contribute to a positive and vibrant team culture and working environment. Pro-active steps should be taken to ensure you are displaying the values of inclusivity, respect, collaboration, and honesty.

Payroll

- Setting up new employees in the payroll system.
- Processing fortnightly payroll including salaries and wages, leave, allowances, back pays, superannuation, PAYG withholding, salary sacrifice, fringe benefits and workers compensation.
- Effectively manage enquiries and calculations for employment terminations, LSL and placement and rate changes.
- Processing leave requests.
- Processing timesheets for casual staff and ad hoc transactions.
- Ensuring employee records are up to date.
- Preparing, balancing, and reconciling general ledger transactions to account for salaries and wages, PAYG withholding, FBT, salary sacrifice and superannuation.
- Resolve day to day payroll queries across the organisation.
- Liaising with the Central Payroll Office.
- Thorough interpretation and understanding of Federal and State based industrial instruments including Australian Fair Work Act, Modern Awards and EBAs.
- Preparation of payroll reports and end of year processing and reconciliation.
- Preparation of management reports, based upon information within the payroll system.

Other

- Provided support and assistance to the finance team, as required and time permitting.
- Payroll related project work, as required.

A willingness and agility to be flexible with respect to learning new tasks will be required.

6.0 Key Attributes and Experience

- A high level of attention to detail and accuracy.
- Understanding of and commitment to the values of a Catholic educational system of schools in the Edmund Rice tradition.
- Experience within a similar role in a busy environment.
- Demonstrated ability to adapt to new and changing environments.
- Interpersonal skills and an ability to successfully engage and collaborate with multiple stakeholders.
- Willingness to be trained in and perform any of the duties falling under the 'key responsibilities' section of this position description.
- Willingness to travel inter-state to other school sites, as required.

EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the EREA National and local Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.

AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.